

**Urban Construction Initiative
Tri-Annual Meeting Minutes
City of Charlottesville
November 18, 2010**

The Urban Construction Initiative Tri-Annual Meeting was hosted by the City of Charlottesville at the Darden School of Business at UVA.

Opening Remarks:

Jennifer DeBruhl welcomed everyone to Charlottesville. She introduced Todd Halacy for recently joining the VDOT – Local Assistance Division in September. She also introduced Russ Dudley to the group and briefly discussed the risk-based approach to project delivery for which Russ will be presenting later in the meeting. She introduced Mr. Kent Shelton with the City of Danville who has joined the meeting to see first hand how the Urban Construction Initiative localities and VDOT interact.

Ms. DeBruhl presented an overview of the topics and discussions for today's agenda. She highlighted the new meeting format for the UCI meetings (Spring, Summer (annual), and Fall).

Business Items:

- **Jennifer DeBruhl** presented a summary of the VDOT Performance Audit that was finalized in September. She summarized the audit findings, recommendations and VDOT's action plan. She emphasized the importance of delivering projects on schedule to meet federal strategy and keep them from being inactive. The presentation can be found under separate pdf file labeled 'VDOT Performance Audit Summary 11_18_10'.
- **Todd Halacy** discussed several upcoming deadlines, to include; the FY12 Revenue Sharing Program, the FY12-17 SYIP development, and the FY11-12 Enhancement Program (link for more information www.virginiadot.org/business/local-assistance.asp). Also mentioned was upcoming training by the National Highway Institute for Beyond Compliance for Historic Preservation in Transportation Project Development being held in Hampton from Nov 30th thru Dec 2nd application: The application can be found under separate pdf file labeled 'HPR Registration 11_18_10'.

We continue to work with Programming Division to get clearer guidance on the CMAQ/ RSTP, and HSIP timelines for obligations and expenditures. We hope to have something to share in mid December. He also pointed out that the Local Assistance Division has just sent out a quarterly newsletter with great information and program updates. The next topic discussed was regarding the Civil Rights components for UCI Certification. We shared with the group our intent to work out a process transition plan with the VDOT Civil Rights to assist the locality in fully transitioning the Civil Rights items to the certified UCI participant.

- **Phil Pullen**, City of Virginia Beach, presented information regarding the UCI Certification process that he had shared with the City management. He shared with the group questions and concerns raised by management and how those questions were answered. The City intends to submit their letter of intent to pursue certification very soon. The presentation can be found under separate pdf file labeled 'UCI Cert Process_VA Beach to MLT 11_18_10'.

Module 1 Training:

We presented to the group, the first installment of the locally administered projects core curriculum training. The shortcut to the training can be found as follows:

<https://virtualcampus.vdot.virginia.gov/kc/content/ilc/courses/98969BEC9FBE480BA5E6551C868EC2D7/player.html>

UCI Workgroup Update:

Drew Williams, City of Harrisonburg, provided an overview of the UCI Workgroup Meeting that was held in mid-October. The workgroup has suggested three priorities to move forward for next year. They are: 1) Contract Document Templates, 2) Program & Financial Management Training, and 3) Lessons Learned (FAQ's). The Workgroup was requesting concurrence from the full group for the priorities chosen. The full group did agree with the priorities as presented. The presentation can be found under separate pdf file labeled 'UCI Workgroup Update 11_18_10'.

Technical Session - Risk Based Approach to Project Development:

Russ Dudley provided an overview of the VDOT risk based approach to project development and how this approach can save both VDOT and locality time and money. He showed how the criteria can provide flexibility for project oversight during PE and CN and encouraged the VDOT District Project Coordinators to take advantage of the flexibility in project development being allowed. The presentation can be found under separate pdf file labeled 'Risk Based Approach 11_18_10'.

General Discussion/ Issues/ Next Meeting Topic:

Todd Halacy asked the group if they liked the current frequency and format of the UCI meetings. The group agreed that they liked the frequency however there was a request to have a more open dialogue at the next meeting. We will look to accommodate this request for the March 2011 meeting. The group also expressed the desire to learn more about VDOT organization and direction post blueprint at the March meeting.

Wrap Up/ Close:

Todd Halacy closed the meeting with a special thank you to the City of Charlottesville for setting up and hosting this meeting.

The *next meeting will be Thursday, March 17th, 2011* at 10am in the Richmond area. We are looking for a volunteer to host this meeting.